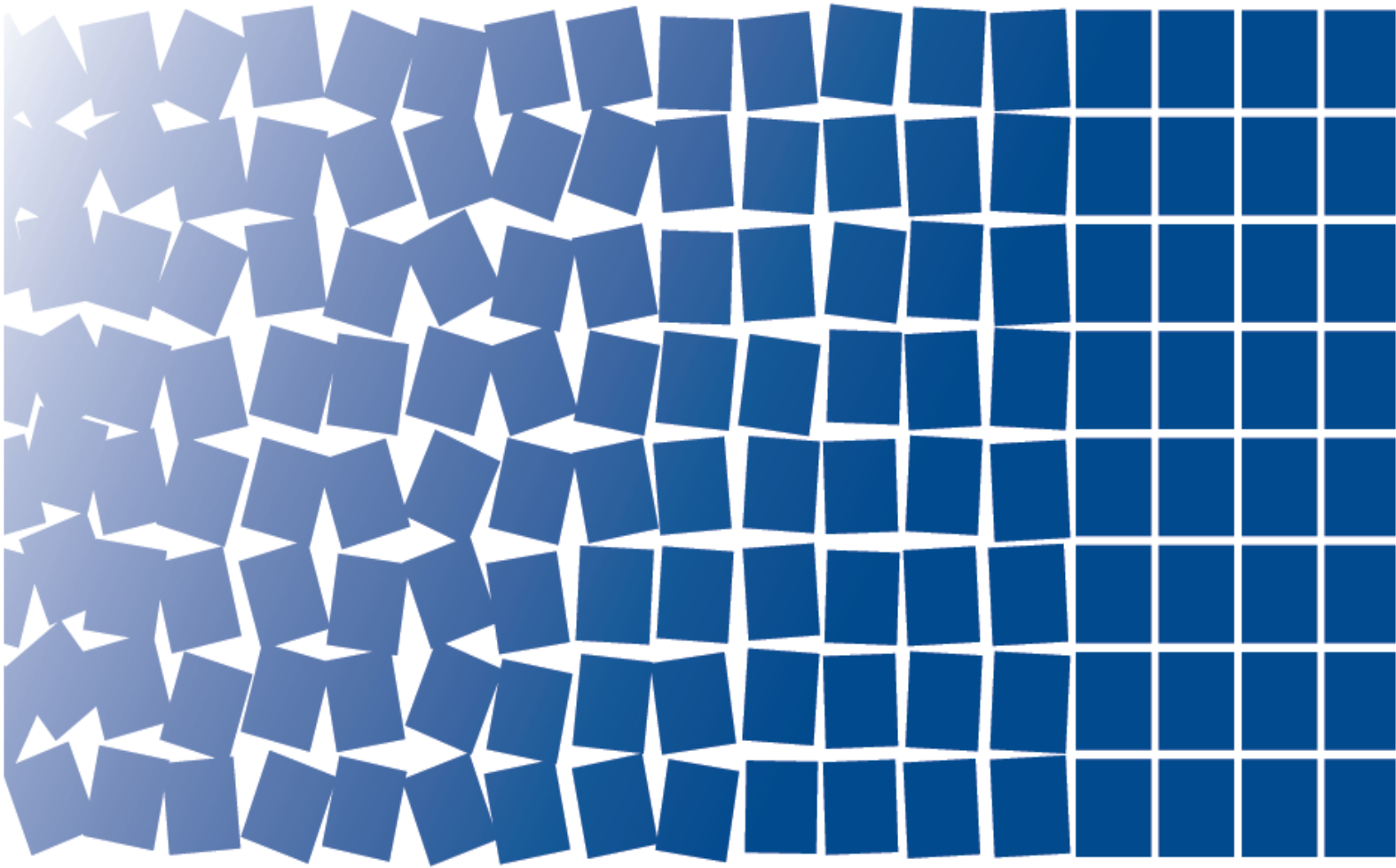


EMERGENCY MANAGEMENT SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Emergency Management Services ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments), in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Government Records Services (GRS), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy 2-08 entitled “Administrative Amendment of Approved Records Schedules”, RIM 02.08 Procedures entitled Administrative Amendment Documentation and Procedures, and *Standard ORCS Kit* chapter 3, section 3.3.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
201297	2014/04/10	Primary 68600 and 68720	Title of ORCS changed to Emergency Management Services; Title of primary 68600 changed to Emergency Management Services; Scope of primary 68720 expanded to reflect transfer of the emergency social services function from the Ministry of Social Development and Social Innovation to the Ministry of Justice.

EMERGENCY MANAGEMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to amend a records schedule.

Title: Emergency Management Services – amendment 1

Ministry of Justice
Emergency Management BC

Description and Purpose:

This amendment revises primary 68720 (Disaster Assistance – Emergency Social Services) of the *Emergency Management Services ORCS* to reflect the transfer of responsibility for the Emergency Social Services (ESS) function from the Ministry of Social Development to the Ministry of Justice, effective August 2005.

Note: Records were previously scheduled under the *Social Services ORCS*, Schedule 133400, primary 30300.

Start Date: 1974/01/01

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

THE SELECT STANDING COMMITTEE
ON PUBLIC ACCOUNTS APPROVES THE
RECOMMENDATION OF THE PUBLIC
DOCUMENTS COMMITTEE:

March 12, 2014
Date

**APPROVED BY RESOLUTION OF THE
LEGISLATIVE ASSEMBLY:**

April 10, 2014
Date


Records Officer signature

Records Officer signature

Name: Roxanne Weeds

2012/08/20
Date

Date _____

Kelly Sildy
Executive Director signature

Executive Director signature _____

Name: Kelly Gilday

2012/08/23
Date

Date _____

Becky Sander
Assistant Deputy Minister

Assistant Deputy Minister

Name: Becky Denlinger

2012/08/28
Date

Date _____

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Sentinel

Chair, PDC signature

Name: Gary Mitchell

29 Aug 2015
Date

Date _____

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Emergency Program Act* (RSBC 1996, c. 111) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

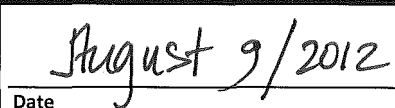
The retention and final disposition guidelines specified in the attached Operational Records Classification System meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.



Records Analyst signature

Name: Sarah Shea

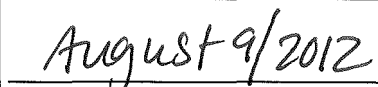


Date



Archivist signature

Name: Sarah Shea



Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary. Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

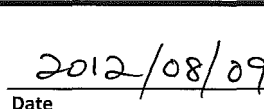
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.



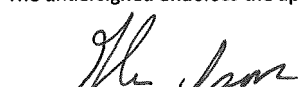
Senior Archivist signature

Name: Mary McIntosh



Date

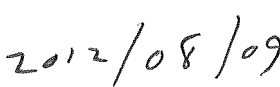
The undersigned endorses the appraisal recommendations:



Manager, Policy, Appraisal and Storage signature

Records Management Operations, Information Access Operations

Name: Glen Isaac



Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

EMERGENCY MANAGEMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by Emergency Management BC under the *Emergency Program Act* (RSBC 1996, c. 111).

This amendment expands the scope of primary 68720 (Disaster Assistance – Emergency Social Services) to reflect the transfer of responsibility for the Emergency Social Services (ESS) function from the Ministry of Social Development to the Ministry of Justice, effective August 2005. Note: Records were previously scheduled under the *Social Services ORCS*, Schedule 133400, primary 30300.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and historical values are preserved.

The following summary describes the records covered by this amendment and identifies their retention periods and final dispositions. In this summary, records are linked to the *ORCS* by primary and secondary numbers. Please consult the primary for further information. For a detailed description of the full amendment, please consult APPENDIX A: Summary of Amendments to the *Emergency Management Services ORCS*.

- 1) Policy and procedures
(secondary 68720-00) SO 5y FR

Throughout this primary, the government archives will fully retain final versions of all policies, procedures, standards and guidelines created by offices having primary responsibility for their development and approval. These records have significant evidential value for documenting the functions covered by this primary.

- 2) Incident case files
(secondary 68720-40) SO 10y FR

These records document ESS incidents involving the provision of short-term assistance to British Columbians who are forced to leave their homes because of fire, floods, earthquakes, or other emergencies. Assistance includes food, lodging, clothing, emotional support and family reunification.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

	A	SA	FD
10y = The retention period is consistent with other related incident case files throughout this <i>ORCS</i> and ensures that records are available for a sufficient period for reference and incident response evaluation purposes.			
FR = The government archives will fully retain incident case files because of their evidential value in documenting both the incident and the response of the local authority, ministry and government to the emergency.			
3) <u>Operational guidelines and toolkits</u> (secondary 68720-03)	SO	5y	FR
The field guide documents the provincial structure for the provision of ESS and provides clarification on the various procedures and guidelines for use by local teams. The reception centre and group lodging guidelines provide more detailed operational information. The toolkit details techniques recommended by the ministry to promote public awareness for ESS activities and increase recruitment levels for volunteers in local communities.			
FR = The government archives will fully retain operational guidelines and toolkits because they document the guiding principles developed by the ministry to assist local authorities with ESS planning, response, and public awareness.			
4) <u>All Other Records</u>			DE
All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the <i>ORCS</i> or in <i>ARCS</i> , such as summary reports, policy records, executive briefing notes (<i>ARCS</i> secondary 280-20), and annual service plan reports (<i>ORCS</i> secondary 68600-05). These records have no enduring value to government at the end of their scheduled retention periods.			

END OF EXECUTIVE SUMMARY

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification and scheduling system.

Title: *Provincial Emergency Program Operational Records Classification System*

Ministry of Attorney General
Public Safety and Regulatory Branch
Provincial Emergency Program

Description and Purpose:

The *Provincial Emergency Program Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by headquarters and regional offices of the Provincial Emergency Program. These records document emergency management programs co-ordinated by the Provincial Emergency Program to address natural and human-made hazards including: prevention or mitigation of the effects of emergencies; emergency preparedness; emergency response; and emergency recovery. For further descriptive information about these records, please refer to the attached executive summary.

Date range: 1974/01/01 ongoing

Physical format of records: see attached schedule

Annual accumulation: 0.32 cubic meters

Recommended retention and disposition: scheduled in accord with attached ORCS.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

[Signature]
Records Officer

99-07-06
Date

[Signature]
Executive Director/ADM

99 Jul 07
Date

[Signature]
Deputy Minister/Corporate Executive

9/99
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

[Signature]
Chair, PDC

1999/10/28
Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

2001-03-19
Date

OTHER STATUTORY APPROVALS:

Signature

Date

Signature

Date

Title:

Title:

CONTACT: Eve Baker, Supervisor, Administrative Support 250-952-4914

RECORDS MANAGEMENT APPRAISAL:

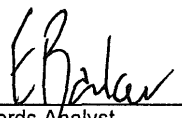
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Emergency Programs Act* (RSBC 1996, c. 111) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.


 Records Analyst


 Date
ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

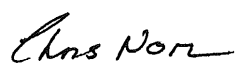
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


 Archivist


 Date

The undersigned endorses the appraisal recommendations:


 Director, Information and Data Management Branch


 Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

Provincial Emergency Program

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Provincial Emergency Program under the *Emergency Programs Act* (RSBC 1996, c. 111).

These records document emergency management programs co-ordinated by the Provincial Emergency Program. These programs have been established by provincial, municipal, and federal governments, private sector agencies and individuals, to address natural and human-made hazards. Programs fall into the following categories: prevention programs designed to prevent or mitigate the effects of emergencies; preparedness programs designed to ensure that individuals and agencies will be ready to react effectively once emergencies have occurred; response programs designed to combat emergencies when they have occurred; and, recovery programs designed to help restore the environment or community after an emergency or disaster.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The Information and Data Management Branch has reviewed the final dispositions to ensure that records having enduring evidential and historical values are preserved.

This ORCS covers records created and received since 1974 when the Provincial Emergency Program came into existence. Previous records relating to the functions in emergency preparedness under Civil Defence, the Provincial Emergency Program's predecessor beginning in 1950, have been appraised and scheduled under one-time records schedules and destroyed or transferred to the BC Archives as appropriate.

The summary which follows describes the basic types of records and identifies their retention periods and final disposition. In this summary, record types are linked to ORCS by primary and secondary numbers. Please consult the ORCS manual for further information.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by IDMB
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by IDMB
OPR = Office of Primary Responsibility	w = week	m = month
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
IDMB = Information and Data Management Branch	SO = Superseded or Obsolete	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
1.	<u>Policy and Procedures</u> (secondary -00 throughout ORCS)	SO	5y	FR
	Records relating to policy and procedures.			
	The government archives will fully retain for their evidential value all policy and procedures files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.			
2.	<u>Incident case files</u> (secondary -30 throughout ORCS)	SO	10y	FR
	Records relating to responses to disaster incidents.			
	The government archives will fully retain incident case files for their evidential and informational value. These records document disaster relief in the province.			
3.	<u>Emergency Coordination Centre logs</u> (secondary 68760-05)	CY+4y	5y	FR
	Records relating to summaries of weekly reports, summaries of all communications received and details of key incidents for the month.			
	The government archives will fully retain one copy of each Emergency Coordination Centre log as these records summarize all incidents within the province.			
4.	<u>Claimant case files</u> (secondary -20 throughout ORCS)	SO	7y	FR
	Records relating to financial claims made by victims of disasters and emergencies to PEP through the Disaster Financial Assistance Program.			
	The government archives will fully retain claimant case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by IDMB
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by IDMB
OPR = Office of Primary Responsibility	w = week	m = month
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
5.	<u>PEP annual reports</u> (secondary 68600-05)	CY+2y	4y	FR
	Records relating to reports produced for the public by Provincial Emergency Program (PEP) on an annual basis.			
	The government archives will retain one copy of each annual report from the Provincial Emergency Program, from the office with primary responsibility for creating and maintaining the agency's annual report, for its significant evidential and informational value. Annual reports contain summary information on the administration of the agency and the significant regional events for the year.			
6.	<u>Disaster financial assistance guidelines</u> (secondary 68730-05)	SO	nil	FR
	Records relating to the publication produced and distributed by PEP on the guidelines for granting disaster financial assistance.			
	The government archives will retain one copy of each publication of the disaster financial assistance guidelines from the office with primary responsibility for creating the publication. These records document the government guidelines for providing financial assistance to victims of disasters in the province.			
7.	<u>Training exercise case files</u> (secondary -25 throughout ORCS)	CY+2y	4y	SR
	Records relating to exercises planned and carried out in order to train volunteers.			
	The government archives will selectively retain training exercise case files by retaining files that document significant training exercises.			
8.	<u>Hazard and risk case files</u> (68810-45)	CY+2y	4y	SR
	Records relating to potential hazards and risks which may affect locations in British Columbia.			

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by IDMB
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by IDMB
OPR = Office of Primary Responsibility	w = week	m = month
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

Engineering studies and assessments are created for areas where potential hazards and known risks occur.

The government archives will selectively retain hazard and risk case files by retaining files that document significant incidents.

- | | | | | |
|----|--|----|----|----|
| 9. | <u>Emergency response plan case files</u>
(secondary -35 throughout ORCS) | SO | 5y | SR |
|----|--|----|----|----|

Records relating to emergency response plans prepared at the provincial level or created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations to deal with disaster incidents.

The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.

- | | | | | |
|-----|---|----|----|----|
| 10. | <u>Emergency program study and report case files</u>
(secondary -40 throughout ORCS) | SO | 2y | SR |
|-----|---|----|----|----|

Records relating to studies and reports concerning significant emergency program issues and incidents. The government archives will selectively retain studies and reports for their evidential and informational value.

- | | | | | |
|-----|--------------------------|--|--|----|
| 11. | <u>All Other Records</u> | | | DE |
|-----|--------------------------|--|--|----|

All other records are destroyed at the end of their active and semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed 9 years. These records have no residual values to government at the end of their scheduled retention periods.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by IDMB
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by IDMB
OPR = Office of Primary Responsibility	w = week	m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

EMERGENCY MANAGEMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

REGISTER OF AMENDMENTS

EXECUTIVE SUMMARY

TABLE OF CONTENTS

INTRODUCTION

SECTION 1 68600 - 68999 EMERGENCY MANAGEMENT SERVICES

SYSTEMS SECTION

APPENDICES

APPENDIX A SUMMARY OF AMENDMENTS

INDEX

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INTRODUCTION TO THE *EMERGENCY MANAGEMENT SERVICES ORCS*

For further information, contact your [Records Officer](#).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Emergency Management Services Operational Records Classification System* (EMSE ORCS).

For general information about the purpose, organization, and elements of ORCS in general, and of the *Administrative Records Classification System* (ARCS), see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at http://www.gov.bc.ca/citz/iao/arcs/admin/arcs_orcs_user_guide.pdf. It is designed to help you understand, interpret and use ARCS and ORCS.

For special schedules that cover records that are not covered by ARCS and ORCS, see http://www.gov.bc.ca/citz/iao/records_mgmt/special_schedules/index.html.

For legislation, policies, and standards for managing records in the BC Government, see http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/.

For tips, guides, and FAQs on related topics, see http://www.gov.bc.ca/citz/iao/records_mgmt/guides/.

For Records Officer contact information, see http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/.

2. **Overview of ORCS Purpose and Structure**

The operational records covered by this ORCS relate to the operations and services your ministry or agency provides in accordance with statute, mandate, and/or policy.

This ORCS has the following parts:

- ORCS Register of Amendments
- Executive Summary:
 - a copy of the signed records retention and disposal authority (ARS 008) form
 - a high-level overview of the ORCS
- Table of Contents
- Introduction (this section)¹
- Section 1 and any other numbered sections with classifications and schedules for the records covered by this ORCS; see part 3 below for further information
- Systems Section: contains a comprehensive listing of electronic systems relevant to this ORCS, with detailed descriptions where warranted, and brief descriptions where not
- Index
- Appendices: may be added to provide a summary of changes (if the ORCS has been amended), file codes, filing procedures, and/or other classification or records management guidelines

¹ Pre-2011 ORCS have "How to Use" sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the [ARCS/ORCS User Guide](#) available on the Records Management web site.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

ORCS KEY: the Key to your ORCS Codes and Acronyms

The following codes and acronyms are used throughout this *ORCS*; their meanings are as follows:

Office information: **OPR** = Office of Primary Responsibility

Records life cycle: **A** = Active
SA = Semi-active
FD = Final Disposition

Active and semi-active periods: **CY** = Calendar Year
FY = Fiscal Year
NA = Not Applicable
SO = Superseded or Obsolete
w = week
m = month
y = year

Final dispositions: **DE** = Destruction
FR = Full Retention
SR = Selective Retention
OD = Other Disposition

Special flags: **FOI** = Freedom of Information/Privacy
PIB = Personal Information Bank
VR = Vital Records

For further explanation of terms, see the [ARCS and ORCS User Guide](#).

3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	68600-68999	EMERGENCY MANAGEMENT SERVICES

Covers records relating to emergency management programs coordinated by Emergency Management BC pursuant to the *Emergency Programs Act* (RSBC 1996, c. 111). These programs have been established by provincial, municipal, and federal governments, private sector agencies and individuals, to address natural and human-made disasters. Programs fall into the following categories: prevention programs designed to prevent or mitigate the effects of emergencies; preparedness programs designed to ensure that individuals and agencies will be ready to react effectively once emergencies have occurred; response programs designed to combat emergencies when they have occurred; and recovery programs designed to help restore the environment or community after an emergency or disaster.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

4. **Legal Authority of this ORCS**

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this *ORCS* has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, this *ORCS* has statutory authority governing the retention and disposition of the records that it covers.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A

SA

FD

S E C T I O N 1

EMERGENCY MANAGEMENT SERVICES

P R I M A R Y N U M B E R S

6 8 6 0 0 - 6 8 9 9 9

Section 1 covers records relating to emergency management programs coordinated by Emergency Management BC pursuant to the *Emergency Programs Act* (RSBC 1996, c. 111). These programs have been established by provincial, municipal, and federal governments, private sector agencies and individuals, to address natural and human-made disasters. Programs fall into the following categories: prevention programs designed to prevent or mitigate the effects of emergencies; preparedness programs designed to ensure that individuals and agencies will be ready to react effectively once emergencies have occurred; response programs designed to combat emergencies when they have occurred; and recovery programs designed to help restore the environment or community after an emergency or disaster.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A

SA

FD

68600 - EMERGENCY MANAGEMENT SERVICES - 68999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

68600 EMERGENCY MANAGEMENT SERVICES - GENERAL

68640 DAMS/POWER PROJECTS

68650 DANGEROUS GOODS - GENERAL

68660 - CHEMICAL/GAS SPILLS

68670 - NUCLEAR LEAKS

68680 - OIL SPILLS

68690 - PIPELINE LEAKS

68700 - SEWAGE EFFLUENT LEAKAGE

68710 DISASTER ASSISTANCE - GENERAL

68720 - EMERGENCY SOCIAL SERVICES

68730 - FINANCIAL

68750 EMERGENCY RESPONSE SERVICES - GENERAL

68760 - EMERGENCY COORDINATION CENTRE

68770 - EQUIPMENT

68780 - LINE LOAD CONTROL

68790 - TRAINING AND OPERATIONAL TASKS FOR
MUNICIPALITIES AND REGIONS

68800 - VOLUNTEERS

68810 HAZARDS AND RISKS

68825 NATURAL DISASTERS - GENERAL

68830 - AVALANCHES

68840 - DROUGHTS

68850 - EARTHQUAKES

68855 - FLOODS

68860 - HURRICANES/TORNADOES/WIND STORMS

68870 - SNOW STORMS/BLIZZARDS

68880 - TSUNAMIS

68890 - VOLCANIC EVENTS

68900 WILDFIRES - GENERAL

68910 - INTERFACE AREAS

68950 YEAR 2000 (Y2K) CONSEQUENCE MANAGEMENT

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
68600	<u>EMERGENCY MANAGEMENT SERVICES - GENERAL</u>			
	Records not shown elsewhere in the Emergency Management Services section which relate generally to preparing for and responding to all human-made and natural disasters. Provincially, Emergency Management BC develops long-term strategies and contingency plans with various ministries and agencies - determining who will do what in the event of an emergency or disaster which cannot be handled locally. This includes general training exercises and incidents. This primary also includes general emergency response plans of federal, provincial and local governments as well as those of agencies and organizations throughout British Columbia. Includes studies, reports, plans, memoranda, correspondence, press clippings.			
	NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.			
	For agreements and arrangements see ARCS primary 950.			
	For approved agreements see ARCS primaries 146 to 158.			
	For committees see ARCS primaries 200 to 206.			
	For cooperation and liaison see ARCS primaries 232-250.			
	For municipal bylaws see ARCS primary 134.			
	For Provincial Enhanced 911 System Committee, see ARCS primary 200.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68600	<u>EMERGENCY MANAGEMENT SERVICES - GENERAL</u> (Continued)			
	FR = The government archives will fully retain for their evidential value all policy and procedures files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.			
-01	General			
-04	Terrorism			
-05	PEP annual reports	CY+2y	4y	FR
	FR = The government archives will retain one copy of each annual report from the Provincial Emergency Program, from the office with primary responsibility for creating and maintaining the agency's annual report, for its significant evidential and informational value. Annual reports contain summary information on the administration of the agency and the significant regional events for the year.			
-25	Training exercise case files - general (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68600	<u>EMERGENCY MANAGEMENT SERVICES - GENERAL</u> (Continued)			
	At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - general (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - general (arrange alphabetically by project plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68600	<u>EMERGENCY MANAGEMENT SERVICES - GENERAL</u> (Continued)			
	community response plans per year, ensuring that over time all regions of the province are represented in the sample.			
-40	Emergency program study and report case files - general (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			
	SR = The government archives will selectively retain studies and reports for their evidential and informational value.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68640	<u>DAMS/POWER PROJECTS</u>			
	Records relating to preparation for and response to dam breaks and power outages. These records document emergency response plans, large scale training exercises involving many agencies, specific dam breaks and power outages incidents, the administration of financial claims from dam breaks and power outages made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.			
	For Emergency Coordination Centre tapes, see primary 68760.			
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-03	Newspaper clippings - dams and power projects	SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68640	<u>DAMS/POWER PROJECTS</u> (Continued)			
-20	Claimant case files - dams/power projects (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dams/power projects (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68640	<u>DAMS/POWER PROJECTS</u> (Continued)			
	At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - dams/power projects (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dams/ power projects (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68640 DAMS/POWER PROJECTS (Continued)

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files - dams/power projects (arrange alphabetically by report name) SO 2y SR

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68650	<u>DANGEROUS GOODS - GENERAL</u>			
	Records relating to preparation for and response to dangerous goods spills. These records document emergency response plans, large scale training exercises involving many agencies, specific dangerous goods spill incidents, the administration of financial claims from dangerous goods spill made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.			
	For Emergency Coordination Centre tapes, see primary 68760.			
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-03	Newspaper clippings - dangerous goods	SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68650	<u>DANGEROUS GOODS - GENERAL</u> (Continued)			
-20	Claimant case files - dangerous goods (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dangerous goods (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68650	<u>DANGEROUS GOODS - GENERAL</u> (Continued)			
	At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - dangerous goods (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dangerous goods (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68650 DANGEROUS GOODS - GENERAL (Continued)

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files - dangerous goods (arrange alphabetically by report name) SO 2y SR

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68660	<u>DANGEROUS GOODS - CHEMICAL/GAS SPILLS</u>			
	Records relating to preparation for and response to chemical and gas spills. These records document emergency response plans, large scale training exercises involving many agencies, specific chemical and gas spill incidents, the administration of financial claims from chemical and gas spill made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.			
	For Emergency Coordination Centre tapes, see primary 68760.			
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-03	Newspaper clippings - chemical/gas spills	SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68660	<u>DANGEROUS GOODS - CHEMICAL/GAS SPILLS</u> (Continued)			
-20	Claimant case files - dangerous goods - chemical/gas spills (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dangerous goods - chemical/gas spills (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the			
	(Continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68660	<u>DANGEROUS GOODS - CHEMICAL/GAS SPILLS</u> (Continued)			
	most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - dangerous goods - chemical/gas spills (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dangerous goods - chemical/gas spills (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68660 DANGEROUS GOODS - CHEMICAL/GAS SPILLS (Continued)

emergencies.

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40	Emergency program study and report case files - dangerous goods - chemical /gas spills (arrange alphabetically by report name)	SO	2y	SR
-----	---	----	----	----

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68670	<u>DANGEROUS GOODS - NUCLEAR LEAKS</u>				
	Records relating to preparation for and response to nuclear leaks. These records document emergency response plans, large scale training exercises involving many agencies, specific nuclear leak incidents, the administration of financial claims from nuclear leak made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.				
	For Emergency Coordination Centre tapes, see primary 68760.				
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - nuclear leaks		SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68670	<u>DANGEROUS GOODS - NUCLEAR LEAKS</u> (Continued)			
-20	Claimant case files - dangerous goods - nuclear leaks (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dangerous goods - nuclear leaks (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the			
	(Continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68670	<u>DANGEROUS GOODS - NUCLEAR LEAKS</u> (Continued)			
	most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - dangerous goods - nuclear leaks (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dangerous goods - nuclear leaks (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68670 DANGEROUS GOODS - NUCLEAR LEAKS (Continued)

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - dangerous goods - nuclear leaks
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
68680	<u>DANGEROUS GOODS - OIL SPILLS</u>				
	Records relating to preparation for and response to oil spills. These records document emergency response plans, large scale training exercises involving many agencies, specific oil spill incidents, the administration of financial claims from oil spill made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.				
	For Emergency Coordination Centre tapes, see primary 68760.				
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - oil spills		SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68680	<u>DANGEROUS GOODS - OIL SPILLS</u> (Continued)			
-20	Claimant case files - dangerous goods - oil spills (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dangerous goods - oil spills (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68680	<u>DANGEROUS GOODS - OIL SPILLS</u> (Continued)			
	most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files -dangerous goods - oil spills (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dangerous goods - oil spills (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68680 DANGEROUS GOODS - OIL SPILLS (Continued)

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - dangerous goods - oil spills
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68690	<u>DANGEROUS GOODS - PIPELINE LEAKS</u>				
	Records relating to preparation for and response to pipeline leaks. These records document emergency response plans, large scale training exercises involving many agencies, specific pipeline leak incidents, the administration of financial claims from pipeline leak made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.				
	For Emergency Coordination Centre tapes, see primary 68760.				
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - pipeline leaks		SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68690	<u>DANGEROUS GOODS - PIPELINE LEAKS</u> (Continued)			
-20	Claimant case files - dangerous goods - pipeline leaks (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dangerous goods - pipeline leaks (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68690	<u>DANGEROUS GOODS - PIPELINE LEAKS</u> (Continued)			
	most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - dangerous goods - pipeline leaks (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dangerous goods - pipeline leaks (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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68690 DANGEROUS GOODS - PIPELINE LEAKS (Continued) A SA FD

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - dangerous goods - pipeline leaks
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68700	<u>DANGEROUS GOODS - SEWAGE EFFLUENT LEAKS</u>			
	Records relating to preparation for and response to sewage effluent leaks. These records document emergency response plans, large scale training exercises involving many agencies, specific sewage effluent leak incidents, the administration of financial claims from sewage effluent leak made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.			
	For Emergency Coordination Centre tapes, see primary 68760.			
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-03	Newspaper clippings - sewage effluent leaks	SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68700	<u>DANGEROUS GOODS - SEWAGE EFFLUENT LEAKS</u> (Continued)			
-20	Claimant case files - dangerous goods - sewage effluent leaks (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - dangerous goods - sewage effluent leaks (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68700	<u>DANGEROUS GOODS - SEWAGE EFFLUENT LEAKS</u> (Continued)			
	most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - dangerous goods - sewage effluent leaks (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - dangerous goods - sewage effluent leaks (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68700	<u>DANGEROUS GOODS - SEWAGE EFFLUENT LEAKS</u> (Continued)			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.			
-40	Emergency program study and report case files - dangerous goods - sewage effluent leaks (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			
	SR = The government archives will selectively retain studies and reports for their evidential and informational value.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68710	<u>DISASTER ASSISTANCE - GENERAL</u>				
	Records not shown elsewhere in this primary block which relate generally to providing emergency assistance to victims of natural or human-made disasters. Includes memoranda, correspondence, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

68720 DISASTER ASSISTANCE – EMERGENCY SOCIAL SERVICES

Records relating to short-term assistance to British Columbians who are forced to leave their homes because of fire, floods, earthquakes or other emergencies. This assistance includes food, lodging, clothing, emotional support and family reunification.

In British Columbia, local authorities plan and operate emergency responses within their jurisdictional areas, including Emergency Social Services (ESS). The ministry provides funding and coordination support for the ESS training program; develops provincial policies, procedures, and guidelines; and processes invoices for lodging, food, clothing and other necessary expenses administered by the community ESS teams during an emergency.

Assistance is provided and coordinated through a network of local government ESS reception centres throughout the province operated by volunteers and supported by organizations such as the Red Cross, the Salvation Army and St. John's Ambulance. Once the response and recovery is complete, the records held by the ESS reception centres are turned over to the Emergency Management British Columbia (EMBC) Regional Office.

This function was previously administered by the ministry responsible for social development; transfer was effective August 2005.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

For agreements, see *ARCS* primary 146.

For emergency planning and incidents specific to the operation of the ministry, see *ARCS* primary 275.

For library/reference materials, see *ARCS* secondary 358.

For meeting minutes of task forces (e.g., mobile support teams), see *ARCS* secondary 200-20.

For response plans, see secondary 68600-35.

For training, see *ARCS* primaries 1730 to 1735.

Unless otherwise specified below, the ministry OPR (Emergency Management BC, Headquarters) will retain these records for:

CY+2y

4y

DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:
(continued on next page)

SO

nil

DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68720	<u>DISASTER ASSISTANCE – EMERGENCY SOCIAL SERVICES (continued)</u>				
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-03	Operational guidelines and toolkits (includes ESS Field Guide, ESS Group Lodging Operational Guidelines, Reception Centre Operational Guidelines, and Public Relations Toolkit)		SO	5y	FR
	FR =	The government archives will fully retain operational guidelines and toolkits because they document the guiding principles developed by the ministry to assist local authorities with ESS planning, response, and public awareness. The field guide documents the provincial structure for the provision of ESS and provides clarification on the various procedures and guidelines for use by local ESS teams. The reception centre and group lodging guidelines provide more detailed operational information. The toolkit details techniques recommended by the ministry to promote public awareness for ESS activities and increase recruitment levels for volunteers in local communities.			
-04	(obsolete; superseded by secondary -50)				
-05	Situation reports (covers reports prepared by the reception centre or support organization during the emergency response) (arrange by reception centre or by support organization)		SO+6m	3y	DE
	SO =	when evacuation, recovery process, and/or emergency social services assistance is finished			
	(continued on next page)				

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68720	<u>DISASTER ASSISTANCE – EMERGENCY SOCIAL SERVICES</u> (continued)			
-30	Evacuee case files (includes file registration and services record, change of information form and referral form) (arrange by reception centre, PEP task number, then by evacuee) OPR = EMBC Regional Office SO = when evacuation, recovery process, and/or emergency social services assistance is finished DE = These case files may be destroyed earlier than seven years because all financial information is held by the finance branch of the EMBC. NOTE: These files are created and retained by the local authorities until the SO conditions are met and then transferred to the EMBC Regional Office.	SO+6m	3y	DE
-40	Incident case files (includes debrief final report) (arrange by emergency incident) SO = when there has been no activity on the file for more than three years 10y = The retention period is consistent with other related incident case files throughout this ORCS and ensures that records are available for a sufficient period for reference and incident response evaluation purposes. FR = The government archives will fully retain incident case files because of their evidential value. They document the incident and the response of the local authority, ministry and government to the emergency.	SO	10y	FR
	(continued on next page)			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68720	<u>DISASTER ASSISTANCE – EMERGENCY SOCIAL SERVICES</u> (continued)			
	NOTE: For records related to individual evacuees, see secondary -30.			
-50	Support organizations consultative advice and liaison case files (supersedes secondary -04) (covers consultative advice and liaison with the ESS support organizations throughout the province and includes correspondence, copies of local authority exercises, forms, and related documentation)	SO	5y	DE
	SO = when no longer required for the provision of advice and support			
	5y = The retention period ensures that the records are available for a reasonable period for the provision of consistent advice and support.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68730	<u>DISASTER ASSISTANCE - FINANCIAL</u>				
	Records relating to the provision of disaster financial assistance to victims of disasters pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). This primary includes information on the adjudicators for the Provincial Emergency Program (PEP) and disaster financial assistance guidelines.				
	Most adjudicators work for the PEP recovery team on a contract basis and may also work with federal, provincial and other PEP staff.				
	Includes correspondence, memoranda, and reports.				
	For claim case files see the specific event primaries 68640 to 68700 and 68810 to 68910.				
	For contract files see ARCS primary 1070.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-04	PEP recovery team files (includes letters of engagement as well as other general information about contracted adjustors, appraisers and staff from PEP and other government ministries)				
-05	Disaster financial assistance guidelines (a publication produced and distributed by PEP)		SO	nil	FR
	SO = when a new edition is published				

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

68730 DISASTER ASSISTANCE - FINANCIAL (Continued)

FR = The government archives will retain one copy of each publication of the disaster financial assistance guidelines from the office with the primary responsibility for creating the publication. These records document the government guidelines for providing financial assistance to victims of disasters in the province.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
68750	<u>EMERGENCY RESPONSE SERVICES - GENERAL</u>				
	Records not shown elsewhere in this primary block which relate generally to the co-ordination of emergency response services such as air services, amateur radio services, area co-ordination and emergency social services pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). This primary also includes information about community groups providing search and rescue services for land, inland waterways, urban areas, mountain, cave and avalanche rescues, and vehicle extrication. It also includes specialized rescue services such as dog teams and helicopters. Includes memoranda, correspondence, studies, reports and press clippings.				
	For emergency associations, clubs and societies, see ARCS primary 160.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:				
			CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-04	Air services				
-05	Amateur radio services				
-06	Emergency program coordinators				
-07	Emergency social services				
-08	Search and rescue - avalanche				
-09	Search and rescue - cave				
-10	Search and rescue - dog teams				
-11	Search and rescue - inland water				
-12	Search and rescue - land				
-13	Search and rescue - mountain				
-14	Search and rescue - urban search and heavy rescue				
-15	Search and rescue - vehicle extrication				
-16	Search and rescue - helicopters				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68750	<u>EMERGENCY RESPONSE SERVICES -GENERAL</u> (Continued)			
-35	Emergency response plan case files - emergency response services (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.			
	NOTE: File response plans under this secondary when related to specific types of emergency response services mentioned in secondaries -04 to -16.			
-40	Emergency program study and report case files - emergency response services (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			
	SR = The government archives will selectively retain studies and reports for their evidential and informational value.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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68750 EMERGENCY RESPONSE SERVICES -GENERAL (Continued)

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

NOTE: File under this secondary studies and reports related to the specific types of emergency response services mentioned in secondaries -04 to -16.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68760	<u>EMERGENCY RESPONSE SERVICES - EMERGENCY COORDINATION CENTRE</u>				
	Records relating to the Emergency Coordination Centre (ECC). The Provincial Emergency Program pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111) is responsible for providing 24-hour capability to direct requests for emergency assistance to appropriate municipal, provincial, federal or private sector agencies. The ECC, located at PEP headquarters, is contacted in the event of a natural or human-made disaster and assists in coordinating the response to the emergency, including search and rescue operations. All phone calls are taped. This primary also includes statistics and reports on all types of disasters. Includes memoranda, telephone voice recorder tapes, studies, reports, correspondence and press clippings.				
	For Operating Information System II (OPIS II) Information System Overview (ISO), see ISO section.				
	For transcripts of voice recorder tapes, see primary relating to the specific type of disaster 68640 to 68700 and 68810 to 68910.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-04	Daily disaster statistics				
-05	Emergency Coordination Centre logs (in the categories of search and rescue, amateur radio, air services (PEP air), emergency social services, and automobile extrication)		CY+4y	5y	FR

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68760	<u>EMERGENCY RESPONSE SERVICES - EMERGENCY COORDINATION CENTRE</u> (Continued)			
	10y = This combined active and semi-active retention period of 10 years meets operational needs for access to the logs.			
	FR = The government archives will fully retain one copy of each Emergency Coordination Centre log as these records summarize all incidents within the province.			
-06	Environmental emergency incident reports	CY+4y	2y	DE
-07	Environmental hazards reports	CY+4y	2y	DE
-08	Motor vehicle accident reports	CY+4y	2y	DE
-09	Search and rescue statistics	CY+4y	2y	DE
-10	Dangerous goods incident reports	CY+4y	5y	DE
	10y = This combined active and semi-active retention period of 10 years meets operational needs for access to reports on contaminated sites.			
-11	Weather reports	CY+1y	2y	DE
-12	Weekly incident situation reports	CY+4y	2y	DE
-13	Weekly Attorney General reports	CY+4y	2y	DE
-14	Weekly/monthly summary of disasters	CY+4y	2y	DE
-15	Telephone voice recorder tapes	SO+2m	nil	DE
	SO = when tape is full			
	DE = Reports in secondaries -04 and -06 to -15 can be destroyed because emergency incidents in the province are sufficiently documented by retaining all Emergency Coordination Centre logs and case files documenting significant incidents.			
-16	Sewage effluent report	CY+1y	2y	DE
-17	Operating Information System II database (OPIS II) (electronic database)	SO	nil	DE
	SO = when database is superseded or obsolete and information migrated to a new format			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68770	<u>EMERGENCY RESPONSE SERVICES - EQUIPMENT</u>			
	Records relating to specialized equipment such as sandbags or avalanche equipment used in emergencies. Includes memoranda, correspondence, press clippings, and brochures.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-45	Emergency equipment (includes research information on equipment) (arrange alphabetically by product name)	CY+2y	3y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68780	<u>EMERGENCY RESPONSE SERVICES - LINE LOAD CONTROL</u>			
	Records relating to line load control (LLC) and essential cellular service (ECS) used to assign telephone access to various agencies in emergencies. The purpose of LLC and ECS is to ensure that, within reasonable time limits, individuals responsible for emergency preparedness have access to essential communications networks in the event of a disaster. This is also a means of listing and ordering, on a priority basis, telephone and cellular telephone numbers of key personnel involved in emergencies or disasters. Includes memoranda, correspondence, and press clippings.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-04	Line load control (includes computer generated lists of individuals who have line load control approval)	SO	nil	DE
	SO = when replaced by a new list			
-05	Essential cellular service (includes computer generated lists of individuals who have line load control approval)	SO	nil	DE
	SO = when replaced by a new list			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
68790	<u>EMERGENCY RESPONSE SERVICES - TRAINING AND OPERATIONAL TASKS FOR MUNICIPALITIES AND REGIONS</u>		
Records relating to funding localized training and operational tasks for municipalities, regional districts and other emergency programs on an ongoing basis. Training and operational tasks are funded through Provincial Emergency Program (PEP) pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). The funding provides for expenses such as Workers Compensation Board coverage and other expenses incurred.			
Training tasks involve courses planned and delivered locally and exercises conducted to ensure that proposed responses plans are effective. Operational tasks involve responses and recovery measures taken to respond to natural and human-made disasters.			
This primary also includes general information and coroners' reports related to the training or operational task. Includes memoranda, correspondence, cheque requisitions, reports, coroners' inquiries and task expense forms.			
For Task and Tracking System Information System Overview (ISO), see ISO section.			
For training exercise and incident files related to specific types of disasters see primaries 68640 to 68700 and 68810 to 68910.			
For training and development for PEP staff see ARCS Primaries 1730 to 1735.			
For workers compensation claims related to individual volunteers, see primary 68800.			
Unless otherwise specified below, the ministry OPR (Provincial Emergency Program offices) will retain these records for:			
	CY+2y	4y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices retain these records for:			
	SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68790	<u>EMERGENCY RESPONSE SERVICES - TRAINING AND</u> <u>OPERATIONAL TASKS FOR MUNICIPALITIES AND REGIONS</u> (Continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-04	Reimbursement rates		SO	5Y	DE
	SO = when the rates change				
	5y = sufficient for reference purposes				
-05	Task and Tracking System (electronic database)		SO	nil	DE
	SO = when database is superseded or obsolete and information has been migrated to a new format				
-45	Training and operational task case files (arrange by sequentially assigned number) (includes cheque requisitions, task expense forms, a task report which summarizes the event and other reports)		CY+2y	4y	DE
	7y = sufficient for reference purposes				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68800	<u>EMERGENCY RESPONSE SERVICES - VOLUNTEERS</u>			
	Records relating to emergency response volunteers. Volunteers are recruited, organized and supervised by volunteer organizations and municipalities. Registering as volunteers with the Provincial Emergency Program entitles volunteers to Workers' Compensation, third part liability, repair or replacement of equipment lost or damaged during authorized tasks, and reimbursement for out of pocket expenses while on authorized tasks. The volunteers respond in the categories of search and rescue, amateur radio, air services (PEP air), emergency social services and automobile extrication.			
	This primary also includes the awarding of recognition awards to emergency response volunteers. The purpose of the awards is to recognize outstanding long service or dedicated performance, personal sacrifice or excellence and distinction. Suggestions for awards are made by the volunteers themselves and decided upon by the Director of PEP. Awards are presented by the Attorney General at an annual awards ceremony.			
	Includes memoranda, correspondence, claims, press clippings.			
	For case files of individual volunteers, see primary 1775.			
	For Volunteer Registration Database Information System Overview (ISO), see ISO section.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68800	<u>EMERGENCY RESPONSE SERVICES - VOLUNTEERS</u> (Continued)				
	-01 General				
	-04 Volunteer awards				
	-05 Volunteer enrollment forms				
	-06 Volunteer registration/identification cards	SO+1y	nil		DE
	SO = when renewed, updated, or enrolment cancelled				
	NOTE: Enrolments must be renewed every five years.				
	-07 Volunteer lists	SO+1y	nil		DE
	SO = when no longer required for reference purposes				
	NOTE: Lists of volunteers names are generated and distributed to regional offices upon request.				
	-08 Volunteer Registration database (electronic database)	SO	nil		DE
	SO = when database is superseded or obsolete and information has been migrated to a new format				
PIB	-45 Volunteer case files (arrange alphabetically by volunteer surname)				
	-50 Volunteer groups case files (arrange alphabetically by group name)				
PIB	-55 Workers Compensation Board claim case files (arrange alphabetically by volunteer surname)	SO+2y	5y		DE
	SO = when case is resolved				
	7y = sufficient for reference purposes				

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68810	<u>HAZARDS AND RISKS</u>			
	Records relating to potential hazards and risks which may affect locations in British Columbia pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). Engineering studies and assessments are created for areas where potential hazards and known risks occur. Research material is also maintained on other jurisdictions affected by similar types of occurrences. Includes memoranda, correspondence, research materials, studies, reports, engineering studies and press clippings.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	SO	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	<u>nil</u>	<u>DE</u>
	- <u>non-OPR</u>			
-01	General			
-03	Newspaper clippings - hazards/risks	SO	nil	DE
-40	Emergency program study and report case files - hazards/risks (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			
	SR = The government archives will selectively retain studies and reports for their evidential and informational value.			
	In consultation with the staff of the Provincial Emergency Program, the government archives will retain reports and studies that are created by PEP			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68810 HAZARDS/RISKS (Continued)

staff, and that document significant issues and subjects, or that summarize significant hazards and risks within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

- 45 Hazard and risk case files CY+2y 4y FR
 (arrange first by region, then by type
 of hazard)

FR = The government archives will fully retain hazard and risks case files for for their evidential and informational value. These records document all kinds of natural and human made hazards and risks to safety and the environment in the province.

- 50 Hazard and risk case files - other
 jurisdictions
 (arrange first by type of hazard, then
 by location)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68825	<u>NATURAL DISASTERS - GENERAL</u>				
	Records not shown elsewhere in this primary block which relate generally to preparation for and response to natural disasters. Includes memoranda, correspondence, and press clippings.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68830 NATURAL DISASTERS - AVALANCHES

Records relating to preparation for and response to avalanches. These records document emergency response plans, large scale training exercises involving many agencies, specific avalanche incidents, the administration of financial claims from avalanche made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the *Emergency Program Act* (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.

For Emergency Coordination Centre tapes, see primary 68760.

For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.

Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:

CY+2y 4y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures - OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

-03 Newspaper clippings - avalanches

SO nil DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68830	<u>NATURAL DISASTERS - AVALANCHES</u> (Continued)			
-20	Claimant case files - avalanches (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - avalanches (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68830	<u>NATURAL DISASTERS - AVALANCHES</u> (Continued)			
	storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - avalanches (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - avalanches (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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68830 NATURAL DISASTERS - AVALANCHES (Continued) A SA FD

community response plans per year,
ensuring that over time all regions of
the province are represented in the
sample.

-40 Emergency program study and report case files SO 2y SR
 - avalanches
 (arrange alphabetically by report name)

SO = when a report or study is superseded by
 another on the same topic, or when
 topic is considered obsolete

SR = The government archives will
 selectively retain studies and reports
 for their evidential and informational
 value.

In consultation with the staff of the
Provincial Emergency Program, an
archivist will retain reports and
studies that are created by PEP staff,
and that document significant issues
and subjects, or that summarize
significant incidents within the
province. At the time of transfer of
these records to semi-active storage,
PEP staff will box the reports and
studies for retention separately from
other reports and studies, and will
indicate on the file list which box is
for retention.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68840	<u>NATURAL DISASTERS - DROUGHTS</u>				
	<p>Records relating to preparation for and response to droughts. These records document emergency response plans, large scale training exercises involving many agencies, specific drought incidents, the administration of financial claims from drought made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.</p> <p>For Emergency Coordination Centre tapes, see primary 68760.</p> <p>For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.</p> <p>Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:</p>				
			CY+2y	4y	DE
	<p>Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:</p>				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - droughts		SO	nil	DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68840	<u>NATURAL DISASTERS - DROUGHTS</u> (Continued)			
-20	Claimant case files - droughts (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - droughts (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68840	<u>NATURAL DISASTERS - DROUGHTS</u> (Continued)			
	storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - droughts (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - droughts (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year,			
	(Continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68840	<u>NATURAL DISASTERS - DROUGHTS</u> (Continued)			
	ensuring that over time all regions of the province are represented in the sample.			
-40	Emergency program study and report case files - droughts (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			
	SR = The government archives will selectively retain studies and reports for their evidential and informational value.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
68850	<u>NATURAL DISASTERS - EARTHQUAKES</u>				
	<p>Records relating to preparation for and response to earthquakes. These records document emergency response plans, large scale training exercises involving many agencies, specific earthquake incidents, the administration of financial claims from earthquake made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.</p> <p>For Emergency Coordination Centre tapes, see primary 68760.</p> <p>For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.</p> <p>Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:</p> <p>Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:</p>				
			CY+2y	4y	DE
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Small earthquake reports				
-03	Newspaper clippings - earthquakes		SO	nil	DE
-04	Earthquake warning/safety devices				
-05	Schools				
-06	Provincial earthquake planning				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68850	<u>NATURAL DISASTERS - EARTHQUAKES</u> (Continued)			
-07	Earthquakes - other jurisdictions (plans, research materials, and reports from jurisdictions outside of British Columbia)	SO	nil	DE
-20	Claimant case files - earthquakes (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - earthquakes (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68850	<u>NATURAL DISASTERS - EARTHQUAKES</u> (Continued)			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - earthquakes (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - earthquakes (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68850 NATURAL DISASTERS - EARTHQUAKES (Continued)

province plan to respond to emergencies.

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - earthquakes
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68855	<u>NATURAL DISASTERS - FLOODS</u>				
	Records relating to preparation for and response to floods. These records document emergency response plans, large scale training exercises involving many agencies, specific flood incidents, the administration of financial claims from flood made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). The records also document the Ministry of Environment, Lands and Parks flood plain mapping. The maps show a breakdown of the province into flood areas and the regional responsibilities of different ministries. While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, maps, correspondence, and memoranda.				
	For Emergency Coordination Centre tapes, see primary 68760.				
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:		CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68855	NATURAL DISASTERS - FLOODS (Continued)			
-03	Newspaper clippings - floods	SO	nil	DE
-04	Flood plain mapping	SO	nil	DE
	SO = when new map is submitted			
	DE = Flood plain maps can be destroyed as the government archives fully retains flood plain base maps from the Crown Lands Branch of the Ministry of Environment, Lands and Parks.			
-05	Flood protection assistance program			
-06	Real-time flood forecasting stations			
-20	Claimant case files - floods (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68855	<u>NATURAL DISASTERS - FLOODS</u> (Continued)			
-25	Training exercise case files - floods (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province. In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - floods (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68855	<u>NATURAL DISASTERS - FLOODS</u> (Continued)			
-35	Emergency response plan case files - floods (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.			
-40	Emergency program study and report case files - floods (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			
	SR = The government archives will selectively retain studies and reports for their evidential and informational value.			
	In consultation with the staff of the Provincial Emergency Program, archivist will retain reports and studies that are created by PEP staff, and that document significant issues and			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

68855 NATURAL DISASTERS - FLOODS (Continued)

subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68860	NATURAL DISASTERS - HURRICANES/TORNADOES/WIND STORMS				
	<p>Records relating to preparation for and response to to hurricanes, tornadoes and wind storms. These records document emergency response plans large scale training exercises involving many agencies, specific hurricane, tornado or wind storm incidents, the administration of financial claims from hurricane, tornado or wind storm made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.</p> <p>For Emergency Coordination Centre tapes, see primary 68760.</p> <p>For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.</p> <p>Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:</p>				
			CY+2y	4y	DE
	<p>Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:</p>				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - hurricanes/ tornadoes/wind storms		SO	nil	DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68860	NATURAL DISASTERS - HURRICANES/TORNADOES/WIND STORMS (Continued)			
-20	Claimant case files - hurricanes/tornadoes/ wind storms (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - hurricanes/ tornadoes/wind storms (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68860	<u>NATURAL DISASTERS - HURRICANES/TORNADOES/WIND STORMS</u> (Continued)			
	most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - hurricanes/tornadoes/ wind storms (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - hurricanes/tornadoes/wind storms (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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68860 NATURAL DISASTERS - HURRICANES/TORNADOES/WIND STORMS (Continued)

A

SA

FD

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - hurricanes/tornadoes/wind storms
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68870	<u>NATURAL DISASTERS - SNOW STORMS/BLIZZARDS</u>				
	Records relating to preparation for and response to to snow storms and blizzards. These records document emergency response plans, large scale training exercises involving many agencies, specific snow storm and blizzard incidents, the administration of financial claims from snow storm and blizzard made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.				
	For Emergency Coordination Centre tapes, see primary 68760.				
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:				
			CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - snow storms /blizzards				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68870	<u>NATURAL DISASTERS - SNOW STORMS/BLIZZARDS</u> (Continued)			
-04	Other jurisdictions (plans, research materials, and reports for jurisdictions outside of British Columbia)			
-20	Claimant case files - snow storms/blizzards (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - snow storms/ blizzards (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68870 NATURAL DISASTERS - SNOW STORMS/BLIZZARDS
(Continued)

SR = The government archives will
 selectively retain training exercises
 case files for their documentation of
 emergency preparedness in the province.

 In consultation with the staff of the
 Provincial Emergency Program, an
 archivist will retain those training
 exercises case files that document the
 most significant training exercises.
 At the time of transfer to semi-active
 storage, the PEP staff will box files
 to be retained separately from files to
 be destroyed.

-30 Incident case files - snow storms/blizzards SO 10y FR
 (arrange by date and then alphabetically
 by name of report)

SO = when 3 years have elapsed since last
 correspondence was placed in the file,
 or when there is no other action on the
 file after 3 years

10y = Files are frequently referred to for up
 to 10 years after closure.

FR = The government archives will
 fully retain incident case files for
 their evidential and informational
 value. These records document all the
 major emergencies and disasters in the
 province.

-35 Emergency response plan case files SO 5y SR
 - snow storms/blizzards
 (arrange alphabetically by name of plan)

SO = when replaced by new plan

5y = sufficient for reference purposes

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68870 NATURAL DISASTERS - SNOW STORMS/BLIZZARDS
 (Continued)

SR = The government archives will
 selectively retain Emergency response
 plans for their evidential and
 informational value. These records
 document how British Columbia, as well
 as regions and communities in the
 province plan to respond to
 emergencies.

 The government archives will retain one
 copy of each provincial response plan
 as well as one box of regional and
 community response plans per year,
 ensuring that over time all regions of
 the province are represented in the
 sample.

-40 Emergency program study and report case files SO 2y SR
 - snow storms/blizzards
 (arrange alphabetically by report name)

SO = when a report or study is superseded by
 another on the same topic, or when
 topic is considered obsolete

SR = The government archives will
 selectively retain studies and reports
 for their evidential and informational
 value.

 In consultation with the staff of the
 Provincial Emergency Program, an
 archivist will retain reports and
 studies that are created by PEP staff,
 and that document significant issues
 and subjects, or that summarize
 significant incidents within the
 province. At the time of transfer of
 these records to semi-active storage,
 PEP staff will box the reports and
 studies for retention separately from
 other reports and studies, and will
 indicate on the file list which box is
 for retention.

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68880	<u>NATURAL DISASTERS - TSUNAMIS</u>				
	Records relating to preparation for and response to to tsunamis, which are a series of seismic sea waves generated by an earthquake. These records document emergency response plans, large scale training exercises involving many agencies, specific tsunami incidents, the administration of financial claims from tsunami made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.				
	For Emergency Coordination Centre tapes, see primary 68750.				
	For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68710.				
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:				
			CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - tsunamis		SO	nil	DE
-04	Tsunami warnings				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68880	<u>NATURAL DISASTERS - TSUNAMIS</u> (Continued)			
-20	Claimant case files - tsunamis (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals			
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.			
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.			
-25	Training exercise case files - tsunamis (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68880	<u>NATURAL DISASTERS - TSUNAMIS</u> (Continued)			
	storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - tsunamis (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - tsunamis (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68880 NATURAL DISASTERS - TSUNAMIS (Continued)

as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - tsunamis
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
68890	<u>NATURAL DISASTERS - VOLCANIC EVENTS</u>				
	<p>Records relating to preparation for and response to volcanic events, which are any events occurring before, during and after the minor or major eruption of a volcano. This includes venting of steam, molten or hot rock, ash or any other material ejected from a volcano. These records document emergency response plans, large scale training exercises involving many agencies, specific volcanic event incidents, the administration of financial claims from volcanic event made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the <i>Emergency Program Act</i> (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.</p> <p>For Emergency Coordination Centre tapes, see primary 68760.</p> <p>For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.</p> <p>Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:</p>				
			CY+2y	4y	DE
	<p>Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:</p>				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
68890	<u>NATURAL DISASTERS - VOLCANIC EVENTS</u> (Continued)				
-03	Newspaper clippings - volcanic events	SO	nil	DE	
-04	Volcanic event warnings				
-20	Claimant case files - volcanic events (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR	
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals				
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.				
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.				
-25	Training exercise case files - volcanic events (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR	
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
68890	<u>NATURAL DISASTERS - VOLCANIC EVENTS</u> (Continued)			
	In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.			
-30	Incident case files - volcanic events (arrange by date and then alphabetically by name of report)	SO	10y	FR
	SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years			
	10y = Files are frequently referred to for up to 10 years after closure.			
	FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.			
-35	Emergency response plan case files - volcanic events (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the			
	(Continued on next page)			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

68890 NATURAL DISASTERS - VOLCANIC EVENTS (Continued)

province plan to respond to
emergencies.

The government archives will retain one
copy of each provincial response plan
as well as one box of regional and
community response plans per year,
ensuring that over time all regions of
the province are represented in the
sample.

-40 Emergency program study and report case files SO 2y SR
 - volcanic events
 (arrange alphabetically by report name)

SO = when a report or study is superseded by
 another on the same topic, or when
 topic is considered obsolete

SR = The government archives will
 selectively retain studies and reports
 for their evidential and informational
 value.

In consultation with the staff of the
Provincial Emergency Program, an
archivist will retain reports and
studies that are created by PEP staff,
and that document significant issues
and subjects, or that summarize
significant incidents within the
province. At the time of transfer of
these records to semi-active storage,
PEP staff will box the reports and
studies for retention separately from
other reports and studies, and will
indicate on the file list which box is
for retention.

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
68900	<u>WILDFIRES - GENERAL</u> (Continued)				
-01	General				
-03	Newspaper clippings - general wildfires	SO	nil	DE	
-20	Claimant case files - wildfires (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)	SO	7y	FR	
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals				
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.				
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.				
-25	Training exercise case files - wildfires (includes exercise reports and lists of participants) (arrange alphabetically by name of training exercise)	CY+2y	4y	SR	
	SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.				

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

68900 WILDFIRES - GENERAL (Continued)

In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.

-30 Incident case files - wildfires SO 10y FR
 (arrange by date and then alphabetically
 by name of report)

SO = when 3 years have elapsed since last
 correspondence was placed in the file,
 or when there is no other action on the
 file after 3 years

10y = Files are frequently referred to for up
 to 10 years after closure.

FR = The government archives will
 fully retain incident case files for
 their evidential and informational
 value. These records document all the
 major emergencies and disasters in the
 province.

NOTE: Incident reports are related to *Forests*
ORCS (approved Schedule 881261) case
files 14600-20 "Wildfire case files -20
ha or over" which are fully retained,
and 14600-22 "Wildfire case files -
less than 20 ha" which are destroyed."

-35 Emergency response plan case files SO 5y SR
 - wildfires
 (arrange alphabetically by name of plan)

SO = when replaced by new plan

5y = sufficient for reference purposes

(Continued on next page)

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

68900 WILDFIRES - GENERAL (Continued)

SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.

The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.

-40 Emergency program study and report case files SO 2y SR
 - wildfires
 (arrange alphabetically by report name)

SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

68910 WILDFIRES - INTERFACE AREAS

Records relating to preparation for and response to wildfires that start in the interface areas near a settlement, city or village and are headed toward those locations. Many of these inhabited areas do not have fire protection services in place. The Provincial Emergency Program (PEP) is called on to provide these services or arrange for them to be provided. These types of fires may require evacuation of affected residents. These records document emergency response plans large scale training exercises involving many agencies, specific interface area wildfire incidents, the administration of financial claims from interface area wildfire made by victims to PEP through the Disaster Financial Assistance Program, and studies and reports concerning significant issues and incidents pursuant to the *Emergency Program Act* (RSBC 1996, c.111). While most of these records relate to activities at the provincial level, this primary also covers emergency plans and reports and studies created by other jurisdictions (federal, local and other provincial governments) and by non-government organizations. Records in this primary are related to records of the BC Forest Service, Ministry of Forests, and the Office of the Fire Commissioner. Includes copies of orders in council, photographs, transcripts of Emergency Coordination Centre tapes, claim forms, copies of cheque requisitions and cheques, disbursement statements, plans, studies, reports, plans, correspondence, and memoranda.

For Emergency Coordination Centre tapes, see primary 68760.

For information on Disaster Financial Assistance Program, including recovery teams and guidelines see primary 68720.

Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:

CY+2y 4y DE

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
68910	<u>WILDFIRES - INTERFACE AREAS</u> (Continued)				
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-03	Newspaper clippings - interface wildfires		SO	nil	DE
-20	Claimant case files - wildfires - interface areas (includes details of claim, determination of eligibility, records relating to appeals and disbursements) (arrange first by order in council number, then alphabetically by name)		SO	7y	FR
	SO = when claim has been paid out and all appeal periods have expired, and if applicable, upon conclusion of all appeals				
	FR = The government archives will fully retain claimant case files for their evidential and informational value. These records document disaster relief in the province.				
	NOTE: Appeals of decisions regarding eligibility or amounts of disaster financial assistance may be made to the Director of PEP under ss. 21 and 33 of the Act. The Director's decision may be appealed to an Appeal Board established under s. 23 of the Act.				
-25	Training exercise case files - wildfire - interface areas (includes exercise reports and lists of participants)		CY+2y	4y	SR

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

68910 WILDFIRES - INTERFACE AREAS (Continued)

(arrange alphabetically by name of training exercise)

SR = The government archives will selectively retain training exercises case files for their documentation of emergency preparedness in the province.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain those training exercises case files that document the most significant training exercises. At the time of transfer to semi-active storage, the PEP staff will box files to be retained separately from files to be destroyed.

-30 Incident case files - wildfire - interface areas SO 10y FR
(arrange by date and then alphabetically by name of report)

SO = when 3 years have elapsed since last correspondence was placed in the file, or when there is no other action on the file after 3 years

10y = Files are frequently referred to for up to 10 years after closure.

FR = The government archives will fully retain incident case files for their evidential and informational value. These records document all the major emergencies and disasters in the province.

NOTE: Incident reports are related to *Forests ORCS* (approved Schedule 881261) case files 14600-20 "Wildfire case files -20 ha or over" which are fully retained, and 14600-22 "Wildfire case files -

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68910	<u>WILDFIRES - INTERFACE AREAS</u> (Continued)			
	less than 20 ha" which are destroyed." They are also related to the Office of the Fire Commissioner <i>ORCS</i> (approved schedule 116756) case files 81200-20 "Incident reports" which are fully retained.			
-35	Emergency response plan case files - wildfires - interface areas (arrange alphabetically by name of plan)	SO	5y	SR
	SO = when replaced by new plan			
	5y = sufficient for reference purposes			
	SR = The government archives will selectively retain Emergency response plans for their evidential and informational value. These records document how British Columbia, as well as regions and communities in the province plan to respond to emergencies.			
	The government archives will retain one copy of each provincial response plan as well as one box of regional and community response plans per year, ensuring that over time all regions of the province are represented in the sample.			
-40	Emergency program study and report case files - wildfires - interface areas (arrange alphabetically by report name)	SO	2y	SR
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SA

FD

68910 WILDFIRES - INTERFACE AREAS (Continued)

SR = The government archives will selectively retain studies and reports for their evidential and informational value.

In consultation with the staff of the Provincial Emergency Program, an archivist will retain reports and studies that are created by PEP staff, and that document significant issues and subjects, or that summarize significant incidents within the province. At the time of transfer of these records to semi-active storage, PEP staff will box the reports and studies for retention separately from other reports and studies, and will indicate on the file list which box is for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
68950	<u>YEAR 2000 (Y2K) CONSEQUENCE MANAGEMENT</u>			
	Records relating to information provided by the Provincial Emergency Program (PEP) to municipal and regional governments regarding preparation for and response to possible disruptions in services such as hydro, sewer, water, telephone and other essential services resulting from the computer problem referred to as Year 2000 or Y2K. Includes studies, reports, correspondence and memoranda.			
	NOTE: This primary does not include records relating to PEP computer systems. These records should be classified in the government-wide special schedule 112916 for Year 2000 (Y2K) Project Documentation and Test Data.			
	For emergency response services - training and operational tasks for municipalities and regions see primary 68790.			
	Unless otherwise specified below, the ministry OPR (Provincial Emergency Program headquarters) will retain these records for:	CY+2y	4y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-03	Newspaper clippings - year 2000 hazard	SO	nil	DE
-40	Emergency program study and report case files	SO	2y	SR
	- year 2000 hazard			
	(arrange alphabetically by report name)			
	SO = when a report or study is superseded by another on the same topic, or when topic is considered obsolete			

(Continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

68950 YEAR 2000 (Y2K) CONSEQUENCE MANAGEMENT (Continued)

SR = The government archives will
 selectively retain studies and reports
 for their evidential and informational
 value.

 In consultation with the staff of the
 Provincial Emergency Program, an
 archivist will retain reports and
 studies that are created by PEP staff,
 and that document significant issues
 and subjects, or that summarize
 significant incidents within the
 province. At the time of transfer of
 these records to semi-active storage,
 PEP staff will box the reports and
 studies for retention separately from
 other reports and studies, and will
 indicate on the file list which box is
 for retention.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

INFORMATION SYSTEM OVERVIEW
AND
INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

OPIS II OPERATING INFORMATION SYSTEM II
 TASK AND TRACKING SYSTEM
 VOLUNTEER REGISTRATION DATABASE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Provincial Emergency Program (PEP)

SYSTEM TITLE:

Operating Information System II (OPIS II)

PURPOSE: To provide a history of each event, and to provide a means of briefing all operations staff. The logs generated by the database provide a complete summary of all PEP activities flowing through the Emergency Coordination Centre.

INFORMATION CONTENT: Detailed information on any operation (e.g., data related to the reporting of the event and what action was taken). Operational logs contain: date/time, from/to, zone, information, action, open/closed, remarks, recording referrals and transfer requests. Also provides information for staff on the locations of contact personnel.

A data file is also maintained which includes the locations of: RCMP detachments, emergency program coordinators, search and rescue teams, helicopters and companies, coast guard auxiliary and Red Cross volunteers.

RETENTION AND DISPOSITION SUMMARY: Information is copied out of the Event Log daily. The Operating Information System II (OPIS II) data files are saved to the server daily, as are the Word Perfect documents created from this data. Monthly OPIS II data files are compiled, then the daily data files are deleted.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

For Computer System Backup Records, see schedule 112910.

INPUTS/PROCESSES/OUTPUTS:

Inputs: Events Log database input records are classified under ORCS, primary 68760

Processes:

Staff at the Emergency Coordination Centre record detailed information related to any reported event. This information is entered onto the OPIS II via codes, and a paper copy Event Log or Emergency Coordination Centre log which summarizes the event, is generated.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

A data file is also maintained which includes the locations of: RCMP detachments, Emergency program coordinators, search and rescue teams, helicopters and companies, Coast Guard auxiliary and Red Cross volunteers.

Outputs:

68760	-04	Daily disaster statistics
	-05	Emergency Co-ordination Centre log
	-06	Environmental emergency incident reports
	-07	Environmental hazards reports
	-08	Motor vehicle accident reports
	-09	Search and rescue statistics
	-10	Dangerous goods incident reports
	-11	Weather reports
	-12	Weekly incident situation reports
	-13	Weekly Attorney General reports
	-14	Weekly/monthly summary of disasters
	-16	Sewage effluent report

SOFTWARE ENVIRONMENT: Operating Information System II (OPIS II) software.

HARDWARE ENVIRONMENT: Windows NT, IBM PC compatibles running windows.

SYSTEM MILESTONES: The database was established in February 1992. Prior to that date, the information was maintained in paper files.

USER CONTACTS (POSITION) :

Bruce Godelin (Supervisor, Emergency Coordination Centre), 952-4858

TECHNICAL CONTACTS (POSITION)

A.J. Bryan, (Systems Analyst), 952-4896

DOCUMENTATION/MANUALS CROSS REFERENCES:

Operating Information System II manual. There are no other published manuals. Extracts and examples appear in PEP Policy and Procedures and Duty Officer's manual.

OPERATIONAL RECORDS CLASSIFICATION:

Schedule No	Primary and Secondary Numbers and Titles
120778	68760 -17 Operating Information System II (OPIS II)

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS) :

NOT APPLICABLE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Provincial Emergency Program

SYSTEM TITLE:

Task and Tracking System

PURPOSE: Tracks monetary allocation from the Emergency Vote which funds the event or task.

INFORMATION CONTENT: Includes the task number, area the task is located, type of task, who requested the funding, the dollar amount allotted, and how much was spent.

RETENTION AND DISPOSITION SUMMARY: The database is updated on a continual basis. Data is stored on a hard disk and backed up onto magnetic tape daily. The magnetic tape is recycled on a rotating basis. Approximately 5,000 numbers are issued per fiscal year. All data is available going back to the inception of the database in 1986. Deletions do not occur. All information is kept permanently.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

For Computer System Backup Records, see schedule 112910.

INPUTS/PROCESSES/OUTPUTS:

Inputs: Events Log database input records are classified under ORCS, primary:

68760-06 Environmental emergency incident reports

68790-45 Training and operational task case files

Processes:

Sequential numbers based on the fiscal year are assigned to each task. Expenditures are entered onto the database and a summary of accounts maintained. Summary reports are generated and sent to the various regional offices.

Outputs:

A total of six reports are generated. The reports include some information that is duplicated in the reports generated from the

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Emergency Information System, Chemical Database. All reports are filed under 68790-45 Training /operational task case files.

The reports are as follows:

- 1) Dangerous goods
- 2) Search & Rescue
- 3) Motor Vehicle
- 4) Accident
- 5) Environmental
- 6) Natural

SOFTWARE ENVIRONMENT: PARADOX

HARDWARE ENVIRONMENT: Windows NT, IBM PC compatibles running windows.

SYSTEM MILESTONES: In April 1993, the database was converted from a VAX driven British Columbia Systems Corporation (BCSC) system to stand alone PC's using the PARADOX software system. Records dating back to 1986 were incorporated into the new system. The system is now under review and may be replaced by the Operational Operation System (OPIS).

USER CONTACTS (POSITION):

Bruce Godelin, (Supervisor, Emergency Coordination Centre), 952-4858

TECHNICAL CONTACTS (POSITION)

A.J. Bryan, (Systems Analyst), 952-4896

DOCUMENTATION/MANUALS CROSS REFERENCES:

No published manuals. Extracts and examples appear in PEP Policy and Procedures and Duty Officer's manual.

OPERATIONAL RECORDS CLASSIFICATION:

Schedule No.: Primary and Secondary Numbers and Titles:

120776 68790-05 Task and Tracking System

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Schedule No. Primary and Secondary Numbers and Titles

100001	830-02	Emergency purchase orders
100001	832-02	Local minor purchase orders
100001	925-03	Invoice summary sheets
100001	1050-02	Journal vouchers
100001	1055-20	Claims case files
100001	1240-20	In-province travel
100001	1305-03	WCB claim correspondence
100001	1305-04	WCB claim investigation

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A SA FD

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Attorney General

DIVISION, BRANCH, SECTION, OR OFFICE:

Provincial Emergency Program (PEP)

SYSTEM TITLE:

Volunteer Registration Database

PURPOSE: To maintain a list of names, and facilitate the production of identification cards for volunteers who participate in emergency services in the following categories: search and rescue, social services, amateur radio, and PEP Air.

INFORMATION CONTENT: Includes personal information on each volunteer including, name, address, birthdate, telephone numbers, any relevant courses or special qualifications.

RETENTION AND DISPOSITION SUMMARY: Information in the volunteer registration database is retained until the registration information is updated, or the volunteer requests to be withdrawn from the file. All inactive records were purged from the database in 1996; approximately 17,800 currently active records remained. The database is updated on a continual basis. There will be a regular purge of inactive data. Data is stored on a hard disk and backed up onto magnetic tape. The magnetic tape is not a dedicated tape, but gets backed up as part of a daily server backup. Monday to Saturday user data files are backed up; Sundays a complete backup is done. Monday to Saturday tapes are overwritten so there is no retention. Sunday tapes are rotated to give 1 week old, 2 week old, 3 week old, 1 month old, 2 month old and 3 month old backups.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

For Computer System Backup Records, see schedule 112910.

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A SA FD

INPUTS/PROCESSES/OUTPUTS:

Inputs: Volunteer Registration Database input documents are classified under ORCS, primary 68940:

68800-05 Volunteer enrolment forms

Processes:

Area coordinators send the completed forms to PEP headquarters where the data is entered onto the database and identification card templates are generated. The cards are distributed to the volunteers by the area co-ordinators.

Volunteers take the templates to the local Motor Vehicle Branch Office or Government Agent's office to have their picture taken. This process is currently on hold while it is reviewed in light of the Motor Vehicle Branch's new imaging system.

Outputs:

Volunteer ID cards are retained by the volunteers.

Copies of volunteer lists are mailed to area coordinators. The originals are kept at the Victoria headquarters:

68800-07 Volunteer lists

SOFTWARE ENVIRONMENT: PARADOX

HARDWARE ENVIRONMENT: Windows NT, IBM PC compatibles running windows.

SYSTEM MILESTONES: In April 1993 the database was converted from a VAX driven BCSC) system to stand-alone PC's using the PARADOX software system. Records dating back to 1986 were incorporated into the new system. The database is still under development.

USER CONTACTS (POSITION) :

Eve Baker, (Supervisor, Administrative Support), 952-4914

TECHNICAL CONTACTS (POSITION)

A.J. Bryan, (Systems Analyst), 952-4896

DOCUMENTATION/MANUALS CROSS REFERENCES:

No published manuals exist. Extracts and examples appear in PEP Policy and Procedures and Duty Officer's manual.

OPERATIONAL RECORDS CLASSIFICATION:

Schedule No. Primary and Secondary Numbers and Titles:

120776 68800-05 Volunteer enrolment forms

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

120776	68800-07	Volunteer lists
120776	68800-08	Volunteer registration database

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS) :

NOT APPLICABLE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *EMERGENCY MANAGEMENT SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage, as appropriate.

N/A	PROVINCIAL EMERGENCY PROGRAM	Title of ORCS changed to EMERGENCY MANAGEMENT SERVICES.	N/A
68600	PROVINCIAL EMERGENCY PROGRAM	Title of primary changed to EMERGENCY MANAGEMENT SERVICES to reflect new title of ORCS.	N/A
68720	DISASTER ASSISTANCE – EMERGENCY SOCIAL SERVICES	Scope of primary expanded to reflect transfer of the emergency social services function (primary 30300, Social Services ORCS, Schedule 133400) from the Ministry of Social Development to the Ministry of Justice in August 2005. Scope note, x-references, and OPR statement updated.	N/A
-03	Operational guidelines and toolkits	New secondary	SO/5y/FR
-04	Personal disaster assistance program files	Obsolete; superseded by secondary -50.	N/A
-05	Situation reports	New secondary	SO+6m/3y/DE
-30	Evacuee case files	New secondary	SO+6m/3y/DE
-40	Incident case files	New secondary	SO/10y/FR

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of Amendments to the *EMERGENCY MANAGEMENT SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-50	Support organizations consultative advice and liaison case files	New secondary; supersedes secondary -04	SO/5y/DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

Emergency Management Services

Operational Records Classification System (ORCS)

INDEX

This index is an alphabetical guide to *ORCS* subject headings and relevant primary number(s).

Use this index in the following ways:

- to locate the correct primary number to classify documents;
- to retrieve, by subject, documents which have been classified and filed; and
- to access the contents of your *ORCS*.

This index contains an alphabetical listing of:

- all keywords from secondary titles;
- keywords from primary scope notes;
- common synonyms for indexed keywords; and
- common abbreviations.

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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- A -

AIR SERVICE	68750
AMATEUR RADIO	68750
AVALANCHE	68830
AVALANCHE RESCUE	68750

- B -

BLIZZARDS	68870
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- C -

CAVE RESCUE	68750
CELLULAR PHONES	68780
CLAIMANT FILES - Avalanches	68830
- Chemical/gas spill	68660
- Dams/power projects	68640
- Dangerous goods	68650-68700
- Droughts	68840
- Earthquakes	68850
- Emergency social services	68720
- Floods	68855
- Hurricanes/tornadoes/wind storms	68860
- Interface wild fires	68910
- Nuclear leaks	68670
- Oil spills	68680
- Pipeline leaks	68690
- Sewage effluent leakage	68700
- Snow storms/blizzards	68870
- Tsunamis	68880
- Volcanic events	68890
- Wildfires	68900-68910
CORONER'S INQUIRIES	68790

- D -

DAMS	68640
DANGEROUS GOODS - General	68650
- Chemical Gas Spill	68660
- Nuclear Leaks	68670
- Oil Spills	68680
- Pipeline Leaks	68690

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- Sewage Effluent Leaks	68700
DISASTER ASSISTANCE - General	68710
- Emergency Social Services	68720
- Financial	68730
DISASTER FINANCIAL ASSISTANCE GUIDELINES	68730
DOG RESCUE TEAM	68750
- E -	
EARTHQUAKES	68850
EARTHQUAKE REPORTS (small earthquakes)	68850
EARTHQUAKE WARNING/SAFETY DEVICES	68850
EMERGENCY - Coordination Centre log	68760
- equipment	68770
- program coordinator	68750
- response services	68750
- social service	68720
- telephone number (911)	68760
EMERGENCY PLANS - Ministry	68600
- Municipal	68600
EMERGENCY RESPONSE PLANS - Avalanches	68830
- Chemical/gas spill	68660
- Dams/power projects	68640
- Dangerous goods	68650-68700
- Droughts	68840
- Earthquakes	68850
- Floods	68855
- Hurricanes/tornadoes/wind storms	68860
- Interface wild fires	68910
- Nuclear leaks	68670
- Oil spills	68680
- Pipeline leaks	68690
- Sewage effluent leakage	68700
- Snow storms/blizzards	68870
- Tsunamis	68880
- Volcanic events	68890
- Wildfires	68900-68910
EMERGENCY RESPONSE SERVICES- General	68750
- Emergency Coordination Centre	68760
- Equipment	68770
- Line Load Control	68780
- Training and Operational Tasks	68790
Municipalities and Regions	
- Volunteers	68800

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
EMERGENCY SOCIAL SERVICES	68720
ENVIRONMENTAL - emergency incident report	68760
- hazards report	68760
EVACUEE CASE FILES - Emergency social services	68720
EXERCISES	
- Avalanches	68830
- Chemical/gas spill	68660
- Dams/power projects	68640
- Dangerous goods	68650-68700
- Droughts	68840
- Earthquakes	68850
- Floods	68855
- Hurricanes/tornadoes/wind storms	68860
- Interface wild fires	68910
- Nuclear leaks	68670
- Oil spills	68680
- Pipeline leaks	68690
- Sewage effluent leakage	68700
- Snow storms/blizzards	68870
- Tsunamis	68880
- Volcanic events	68890
- Wildfires	68900-68910
- F -	
FINANCIAL (Disaster Assistance)	68730
FIRES	68900-68910
FLOOD PLAIN MAPPING	68855
FLOODS	68855
- G -	
GUIDELINES - Emergency social services	68720
- H -	
HAZARDS AND RISKS - British Columbia	68810
- other jurisdictions	68810
HURRICANES	68860
- I -	
INCIDENT CASE FILES	
- Avalanches	68830
- Chemical/gas spill	68660
- Dams/power projects	68640

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- Dangerous goods	68650-68700
- Droughts	68840
- Earthquakes	68850
- Emergency social services	68720
- Floods	68855
- Hurricanes/tornadoes/wind storms	68860
- Interface wild fires	68910
- Nuclear leaks	68670
- Oil spills	68680
- Pipeline leaks	68690
- Sewage effluent leakage	68700
- Snow storms/blizzards	68870
- Tsunamis	68880
- Volcanic events	68890
- Wildfires	68900-68910
INLAND WATER RESCUE	68750
- J -	
- K -	
- L -	
LAND RESCUE	68750
LIAISON - Emergency social services	68720
LINE LOAD CONTROL APPROVALS	68780
- M -	
MAPPING - flood plain	68855
MOTOR VEHICLE ACCIDENT REPORTS	68760
MOUNTAIN RESCUE	68750
- N -	
NATURAL DISASTERS	
- General	68825
- Avalanches	68830
- Droughts	68840
- Earthquakes	68850
- Floods	68855
- Hurricanes/Tornadoes/Wind Storms	68860
- Snow storms/Blizzards	68870
- Tsunamis	68880
- Volcanic Events	68890

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGSPRIMARY NUMBERS

NEWSPAPER CLIPPINGS	- Avalanches	68830
	- Chemical/gas spill	68660
	- Dams/power projects	68640
	- Dangerous goods	68650-68700
	- Droughts	68840
	- Earthquakes	68850
	- Floods	68855
	- Hurricanes/tornadoes/wind storms	68860
	- Interface wild fires	68910
	- Nuclear leaks	68670
	- Oil spills	68680
	- Pipeline leaks	68690
	- Sewage effluent leakage	68700
	- Snow storms/blizzards	68870
	- Tsunamis	68880
	- Volcanic events	68890
	- Wildfires	68900-68910

- O -

- P -

PLANS	- Avalanches	68830
	- Chemical/gas spill	68660
	- Dams/power projects	68640
	- Dangerous goods	68650-68700
	- Droughts	68840
	- Earthquakes	68850
	- Floods	68855
	- Hurricanes/tornadoes/wind storms	68860
	- Interface wild fires	68910
	- Nuclear leaks	68670
	- Oil spills	68680
	- Pipeline leaks	68690
	- Sewage effluent leakage	68700
	- Snow storms/blizzards	68870
	- Tsunamis	68880
	- Volcanic events	68890
	- Wildfires	68900-68910

POWER PROJECTS	68640
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- Q -

- R -

RECOVERY TEAM	68730
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REIMBURSEMENT RATES	68790
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
RESCUE - avalanche	68750
- cave	68750
- dog teams	68750
- inland water	68750
- land	68750
- mountain	68750
- urban search and rescue	68750
- vehicle extrication	68750
RESPONSIBILITY PLANS	68600
- S -	
SCHOOLS (Earthquakes)	68850
SEARCH AND RESCUE STATISTICS	68760
SEWAGE EFFLUENT REPORTS	68760
SNOW STORMS	68870
SPILL REPORTS	68760
STUDIES AND REPORTS - Avalanches	68830
- Chemical/gas spill	68660
- Dams/power projects	68640
- Dangerous goods	68650-68700
- Droughts	68840
- Earthquakes	68850
- Emergency social services	68720
- Floods	68855
- Hurricanes/tornadoes/wind storms	68860
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- Pipeline leaks	68690
- Sewage effluent leakage	68700
- Snow storms/blizzards	68870
- Tsunamis	68880
- Volcanic events	68890
- Wildfires	68900-68910
- T -	
TELEPHONE VOICE RECORDER TAPE	68760
TERRORISM	68600
TOOLKITS - Emergency Social Services	68720
TORNADOES	68860

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
TRAINING EXERCISES	68830
- Avalanches	68660
- Chemical/gas spill	68640
- Dams/power projects	68650-68700
- Dangerous goods	68840
- Droughts	68850
- Earthquakes	68855
- Floods	68860
- Hurricanes/tornadoes/wind storms	68910
- Interface wild fires	68670
- Nuclear leaks	68680
- Oil spills	68690
- Pipeline leaks	68700
- Sewage effluent leakage	68870
- Snow storms/blizzards	68880
- Tsunamis	68890
- Volcanic events	68900-68910
- Wildfires	
TRAINING/OPERATIONAL TASK CASE FILES	68790
TSUNAMI WARNINGS	68880
- U -	
URBAN SEARCH AND RESCUE (SAR)	68750
- V -	
VEHICLE EXTRICATION	68750
VOLUNTEER - awards	68800
- enrolment forms	68800
- groups	68800
- W -	
WARNING/SAFETY DEVICES (Earthquake)	68850
WEATHER REPORTS	68760
WEEKLY INCIDENT SITUATION REPORT	68760
WEEKLY/MONTHLY SUMMARY (EMERGENCY COORDINATION CENTRE)	68760
WIND STORMS	68860
WORKERS COMPENSATION CLAIM CASE FILES	68800

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

- X -

- Y -

YEAR 2000 (Y2K) CONSEQUENCE MANAGEMENT

68950

- Z -